

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: SPECIALIST INSURANCE
Position Grade: 07
FLSA Status: NON-EXEMPT

Date: 2/2/06
Class Code: 7-15

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

The Insurance Specialist's primary function is to handle all employees eligible for health, dental, life, (enrollment, dependent coverage, terminations.) insurance.

KEY RESPONSIBILITIES

1. * Process all new group insurance enrollees (Database, Sect. 125, dependent coverage).
2. * Maintain eligibility with TPA, PBM, dental & vision carriers.
3. * Handle dependent coverage (COBRA premiums, late enrollees, eligibility).
4. *Maintains billing consensus and assists Sr. Coordinator with billings and reports.
5. * Process COBRA (initial notification, terminations, disability).
6. Assist Sr. Coordinator with voided checks, stop payments, checks to be reissued, and abandoned property.
7. Assist with retention and destruction of benefit records.
8. Performs data entry and types correspondence. Maintain files.
9. Research and prepare special projects as deemed necessary.
10. * Serves as back up to Sr. Coordinator on duties relating to group insurance. Serves as back up to Workers Compensation Specialist.
11. *Process all qualified medical child support orders and domestic partnerships.
12. Assist with phone calls and walk-ins.
13. Assists Sr. Coordinator with annual Health Fairs.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: High School or GED required.

Experience: 1-2 years minimum amount of prior related experience.

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.

Complexity: Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial Skills: Involves no responsibility of authority for the direction of others.

Working Conditions/ Normal office situation;

Physical Effort: Typically sitting at a desk or table; Typically standing and/or walking.

Other: Preferred knowledge of Microsoft Office (Word, Excel & Access Programs).

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: DRESTE Aguilar Signature: [Signature] Date: 2.2.06

County Administrator:

Name: Thomas J. Will Signature: [Signature] Date: 2/3/06

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____